

Local Area Induction Checklist

This checklist may assist line managers when inducting an employee into a work area. All inductions must be completed in accordance with the [WS.G.PR.1.1 Corporate Mandatory Training Procedure](#).

First Two Days	Yes	N/A
Buddy allocated to assist employee		
Provided with an overview of the induction process		
Introduced to team and key personnel		
Work area and site tour completed		
ID card and security access obtained		
Workstation induction (e.g. systems, phone, paging systems, email, computer access, photocopiers, printers, mail etc.) completed		
Contact list provided (including emergency/after-hours contacts, work area work health and safety (WHS) representatives) and included in relevant email distribution lists		
Role and team responsibilities discussed (including reporting relationships)		
Local work practices, standards and administrative procedures discussed		
Safe work procedures and work health and safety (WHS) risks discussed (including but not limited to: hazardous substances, personal protective equipment (PPE), manual handling, processes to report workplace incidents, hazards and near misses, emergency, first aid, security, work-related injury)		
If applicable, appropriately trained in the safe use and operation of equipment and plant used in the role Note: Training must be appropriately documented and retained in the work area		
Employee can safely identify the required use, storage and maintenance of PPE, if applicable		
Trained in relevant systems		
Work unit privacy and confidentiality issues discussed		
Work hours, meal breaks and appropriate dress standards discussed		
Workplace conditions and employee entitlements discussed (including rosters, pay, leave and employee benefits, as relevant)		
Informed of probation period and reviews, if applicable		
Shown location of the following intranet sites: <ul style="list-style-type: none"> • Metro South Health (including relevant facility/service sites) • Metro South Health Workforce Services • Queensland Health QHEPS • PARIS • e-Health Queensland 		
Corporate mandatory training requirements discussed		
Role specific and healthcare practitioner mandatory training identified, if applicable		
Initial Performance Appraisal and Development (PAD) plan development date scheduled, if applicable		
First formal PAD review meeting date scheduled, if applicable		
Special needs or any immediate concerns discussed		
Two week Local Area Induction check-in scheduled		

Corporate Mandatory Training Requirements (Within Two days)

Mandatory Training	Completion Date
General Evacuation Instructions (GEI)	
Mandatory components of Local Area Induction as outlined in the 'Required Learning Topics/Outcomes' section (page 9) of the WS.G.PR.1.1 Corporate Mandatory Training Procedure	



Two Week Check-In	Yes	N/A
Employee can access and use LEAPOnline (line manager to facilitate LEAPOnline training)		
Check-in regarding corporate mandatory training progress		
GEI completion recorded in LEAPOnline		
Check-in regarding role specific and healthcare practitioner mandatory training progress, if applicable		
Employee's understanding of role requirements confirmed and initial feedback discussed		
Overview of relevant Queensland Health , Metro South Health , Workforce Services , facility/service policies, procedures and guidelines provided to new employee. Examples may include but are not limited to: records management, complaint, corrupt conduct, public interest disclosure, conflict of interest, discipline, smoking management		
Local Area Induction progress discussed and knowledge gaps filled		
Regular conversations held and feedback shared		
Document feedback conversations		
One month Local Area Induction review scheduled		

One Month Review	Yes	N/A
Conversations continued with regular meetings scheduled		
All required corporate mandatory training completed and recorded in LEAPOnline		
All required role specific and healthcare practitioner mandatory training completed and recorded in LEAPOnline, if applicable		
Action plan for ongoing support (post-review) initiated		
Employee's feedback about their induction requested		
Capability development options for employee explored		

Corporate Mandatory Training Requirements (Within One Month)

Mandatory Training	Completion Date
First Response Evacuation Instructions (FREI)	
Occupational Violence Awareness (Mandatory for all Metro South Health employees excluding employees who fall under the Princess Alexandra Hospital governance structure)	Or N/A
Occupational Violence Awareness and Prevention (Mandatory for all employees who fall under the Princess Alexandra Hospital governance structure)	Or N/A
Bullying, Harassment and Discrimination	
Code of Conduct	
Ethics, Fraud and Conflicts of Interest	
Organisational Work Health and Safety	
Metro South Health Orientation - To be completed within three months (however should be completed at the earliest opportunity)	

Checklist Completion

Employee			
I agree that the above items have been discussed with me and I understand my obligations and responsibilities as a Metro South Health employee.			
First Name:		Surname:	
Signature:		Date:	

Line Manager			
I have discussed the checklist with the above-mentioned employee and I am satisfied that they understand their obligations and responsibilities as a Metro South Health employee.			
First Name:		Surname:	
Signature:		Date:	

Line manager to record Local Area Induction completion and attach checklist to employee's profile in LEAPOnline. For assistance refer to *Manager – How to update staff members training record (Grade Administration)* in the Help and Resources' section of LEAPOnline.